

**DECISION SUPPORT UNIT SECURITY CONTACT ACCESS REQUEST
APPLICATION (DS USC APP)**

STEP BY STEP INSTRUCTIONS

Table of Contents

(Click to jump to a section)

Decision Support Unit Security Contact Access Request Application (DS USC APP) 2
 Home Page 3

EDW User/Individual Account (Add/Remove) 4
 Request access for a new user or additional access for an existing user who is a university employee. ..4
 Request to remove access for an existing user 10
 Request to remove access for a user who has left your department or the University 14
 Request access for a new user or additional access for an existing user who is NOT a university
 employee..... 19

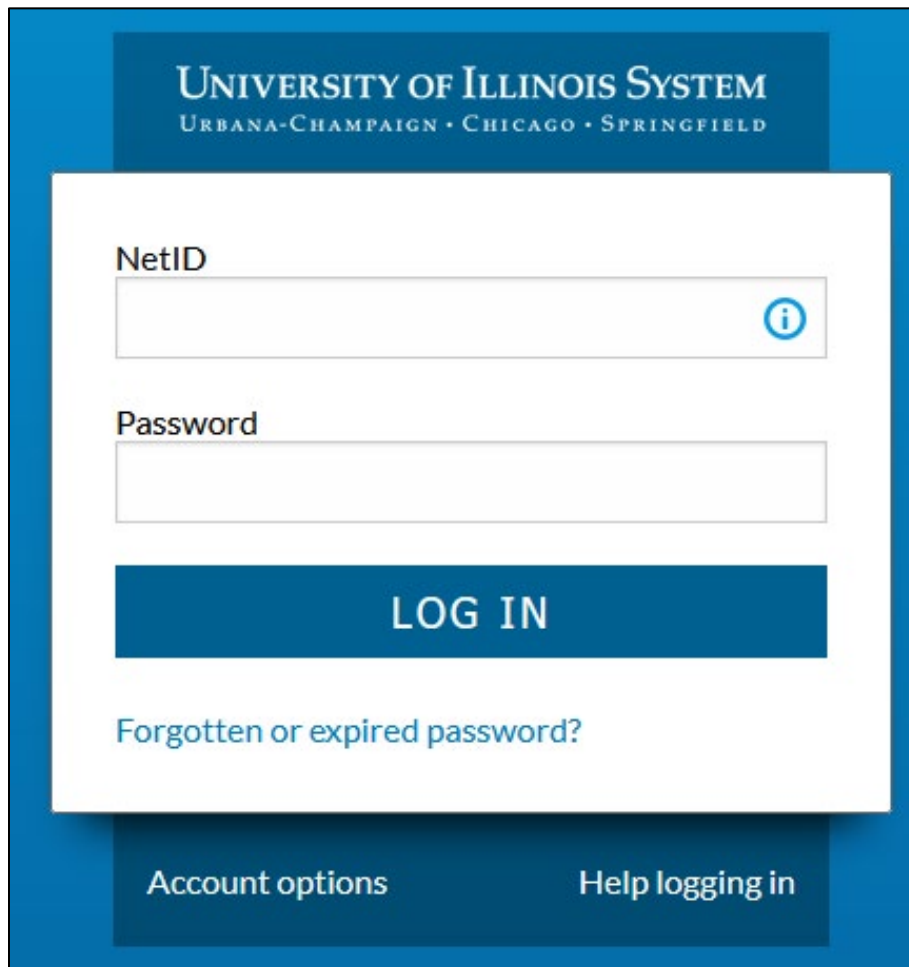
EDW Application Account (Add/Remove) 22
 Requesting access for an Enterprise Data Warehouse Application Account..... 22

EDW View Access Requests..... 27
 Review Request Status for a University Employee 27
 Review Request Status for a Non-University Employee 29
 Review Request Status for Requests YOU have Submitted 31

Decision Support Unit Security Contact Access Request Application (DS USC APP)

The Decision Support USC application can be accessed from the following Link: [Decision Support USC Application](#)

Enter your NetID and Password



The screenshot shows a login interface for the University of Illinois System. At the top, the university's name and locations are displayed. Below this, there are two input fields: one for 'NetID' and one for 'Password'. The 'NetID' field includes an information icon. A prominent blue 'LOG IN' button is centered below the fields. Below the button, there is a link for 'Forgotten or expired password?'. At the bottom of the interface, there are two links: 'Account options' and 'Help logging in'.

*NOTE: Only Unit Security Contacts have access to this application.

Home Page

The home page of the Decision Support USC application is comprised of the following sections:

- **Main Menu** – takes you back to this Main Menu page and is available from every section of the application.
- **Logout** – logs you out of the Decision Support USC application and does **NOT** save partially completed requests.
- **EDW User/Individual Account (Add/Remove)** – Request access for a new user or additional access for an existing user who is a university employee.
- **EDW Application Account (Add/Remove)** – Request access for a new application account or additional access for an existing application account. Application accounts only have direct ODBC access to the data and are typically used by other applications to download bulk data.
- **EDW View Access Request** – View a user’s access requests or requests you have submitted.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahall1

DECISION SUPPORT Main Menu | Logout

Main Menu

[EDW User/Individual Account \(Add/Remove\)](#)

[EDW Application Account \(Add/Remove\)](#)

[EDW View Access Requests](#)

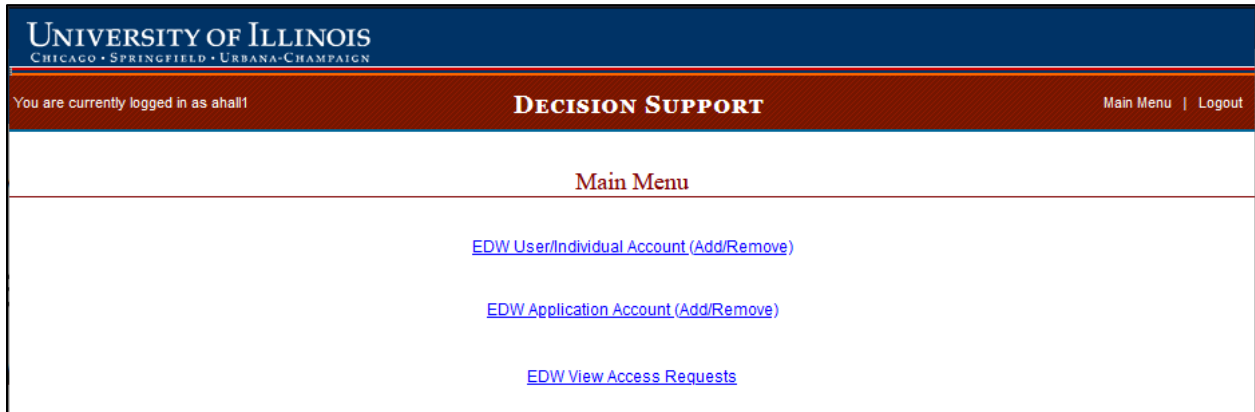
*NOTE: The Decision Support USC application will automatically log out after 30 minutes of inactivity. Partially completed requests will NOT be saved.

EDW User/Individual Account (Add/Remove)

Request access for a new user or additional access for an existing user who is a University Employee.

The DS USC App will only allow USCs to request access for an employee with an active job.

Select EDW User/Individual Account (Add/Remove).



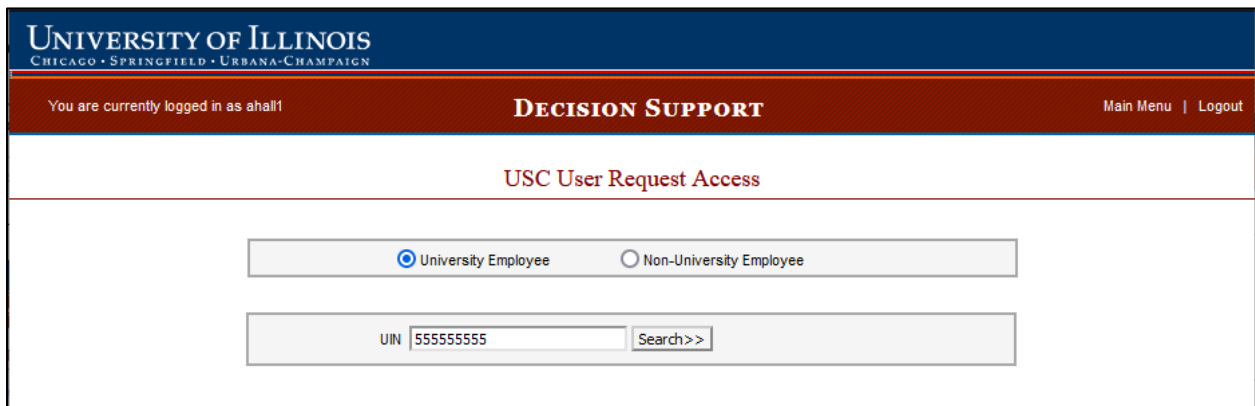
The screenshot shows the top navigation bar of the Decision Support application. The header includes the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the header, a dark red bar contains the text "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and contains three blue hyperlinks: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

Select the University Employee radio button.



The screenshot shows the "USC User Request Access" form. The header and navigation bar are identical to the previous screenshot. The main content area is titled "USC User Request Access" and contains two radio buttons: "University Employee" (which is selected) and "Non-University Employee".

Enter the employee's UIN and select Search.



The screenshot shows the "USC User Request Access" form with the "University Employee" radio button selected. Below the radio buttons, there is a text input field containing the UIN "55555555" and a "Search>>" button.

If the user's First Name, Last Name and Email address are correct Select Confirm User.

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the employee.

Select Add New Access Requests.

| Previously Completed Requests | | | | |
|-------------------------------|---------------------------------|----------------------------|--------------|--------------------------|
| Date | Job Category | Subject Area | Request Type | Select/Deselect All |
| 08-17-2012 | Data Analyst (Limited) | Student Application Census | Add | <input type="checkbox"/> |
| 08-17-2012 | Data Analyst (Limited) | STU Registration Census | Add | <input type="checkbox"/> |
| 06-13-2012 | Standard Report Access requests | Finance | Add | <input type="checkbox"/> |

Select Continue Grant Access.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahal1

DECISION SUPPORT [Main Menu](#) | [Logout](#)

User Information

| | | |
|---------------|---|--------------------------------|
| First Name | : | Alexander |
| Middle Name | : | J |
| Last Name | : | Hall |
| Telephone no. | : | 217 3334543 |
| Email | : | ahal1@illinois.edu |
| Campus | : | UIUC Urbana / Champaign |
| College/Unit | : | Admin Info Technology Services |
| Department | : | Admin Info Technology Services |
| Title | : | BUS INTELLIGENCE SUPPORT ANLYS |

*The User Information displayed above is pulled directly from EDW. If any portion of the information is incorrect, updates must be completed in BANNER.

[Continue Grant Access](#)

Select the DS Job Category that most accurately reflects the employee’s job function. You can **only** select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the user needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#).

The screenshot shows the 'Data Desired' form in the Decision Support system. The form is titled 'Data Desired' and is located within a header that includes the University of Illinois logo and the text 'DECISION SUPPORT'. The user is logged in as 'ahall1'. The form contains the following sections:

- DS Job Category:** A dropdown menu with the following options: Agr Consumer/Env Sciences, AITS Report Developers, AITS Staff, Annual USC Security Cleanup, and Capital Programs. A red note states: "You can only select one DS Job Category".
- Select Data Subject Area:** A dropdown menu with the option "-Select Area-". A red note states: "Hold down the CTRL key to select multiple Data Subject Areas".
- User Role Guide:** A link labeled "pdf".
- Intended Use of Data (Describe):** A text area for describing the intended use of the data.
- Has user signed UI Information Security Compliance Form?:** Radio buttons for "No" (selected) and "Yes". A link labeled "See Information Security Compliance Form>>" is provided.
- Has user received FERPA training?:** Radio buttons for "No" (selected) and "Yes". A link labeled "See FERPA Information>>" is provided.
- Buttons:** "Submit" and "Reset" buttons are located at the bottom of the form.

A red note at the bottom of the form states: "Decision Support Security will verify USC authorization over selected role before access is granted."

In the Intended Use of Data (Describe) box, briefly describe the employee’s access needs and provide a compelling business reason for the access. Due to the sensitivity of certain HR and Student data, access can be provisioned in a number of ways (see examples below). Be sure to include what level of access the employee needs.

- Department-level – Access to data is restricted to the employee’s department.
- College-level – Access to data is restricted to the employee’s college.
- Campus-level – Access to data is restricted to the employee’s campus. *Note: campus-level access requires campus-level approval. Decision Support will obtain this approval after the request is submitted.

For the UI Information Security Compliance Form question, select the appropriate radio button to indicate if the employee has a signed UI Information Security Compliance Form on file.

For the FERPA Training question, select the appropriate radio button. If student data is being requested, the USC is required to confirm that the employee has completed their campus’s FERPA training. If student data is being requested and the employee has NOT completed their campus’s FERPA training, access WILL NOT be granted.

When you have completed the form select Submit.

Data Desired

| DS Job Category <small>You can only select one DS Job Category</small> | Select Data Subject Area <small>Hold down the CTRL key to select multiple Data Subject Areas</small> | User Role Guide |
|---|--|---------------------|
| <ul style="list-style-type: none"> Capital Programs Course Instructor Course/Timetable Manager Data Analyst (Full) <li style="background-color: #0070C0; color: white;">Data Analyst (Limited) | <ul style="list-style-type: none"> myProposals (General Use) myProposals (IRB and ACC Compliance Officer) STU Catalog and Schedule STU Financial Aid <li style="background-color: #0070C0; color: white;">STU Pre-Registration and Registration | pdf |

*Decision Support Security will verify USC authorization over selected role before access is granted.

Intended Use of Data (Describe)

Employee needs access to student registration data to provide college leadership with reports on student enrollment trends. Access is needed at the college level.

Has user signed UI Information Security Compliance Form?

No Yes [See Information Security Compliance Form>>](#)

Has user received FERPA training?

No Yes [See FERPA Information>>](#)

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you and the user.

Select [Submit Another Request](#) if you need to submit another request.

Select [Logout](#) if you are ready to leave the Decision Support USC application.

The screenshot shows the top navigation bar of the Decision Support application. The left side of the bar contains the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". The right side contains the text "Main Menu | Logout". Below the navigation bar, the page title "DECISION SUPPORT" is centered. The main content area is white and contains a central message box with a light gray background and a thin border. The message text is red and reads: "Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed." Below the message text are two blue hyperlinks: "Submit Another Request" and "Logout".

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as cmerle

DECISION SUPPORT

Main Menu | Logout

Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed.

[Submit Another Request](#)

[Logout](#)

Request to remove access for an existing user

You should request to remove access when a user no longer requires some of their access but still requires an account.

Select EDW User/Individual Account (Add/Remove).

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as ahal1". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "Main Menu" and contains three links: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

Select the University Employee radio button.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as ahal1". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "USC User Request Access" and contains two radio buttons: "University Employee" and "Non-University Employee".

Enter the employee's UIN and select Search.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below the logo, it says "You are currently logged in as ahal1". The main header is "DECISION SUPPORT" with "Main Menu | Logout" on the right. The main content area is titled "USC User Request Access" and contains two radio buttons: "University Employee" (which is selected) and "Non-University Employee". Below the radio buttons is a text input field with "UIN" and the value "55555555" and a "Search>>" button.

If the user's First Name, Last Name and Email address are correct Select Confirm User.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN
Main Menu | Logout

You are currently logged in as ahall1 **DECISION SUPPORT**

USC User Request Access

University Employee
 Non-University Employee

UIN

| | |
|------------|---------------------|
| First Name | Alexander |
| Last Name | Hall |
| Email | ahall1@illinois.edu |

[Confirm User](#)

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the user.

Select the check boxes next to the access requests you'd like to remove, and then select Remove Requested Access.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN
Main Menu | Logout

You are currently logged in as ahall1 **DECISION SUPPORT**

USC User Request Access

University Employee
 Non-University Employee

UIN

| | |
|------------|---------------------|
| First Name | Alexander |
| Last Name | Hall |
| Email | ahall1@illinois.edu |

[Confirm User](#)

| Previously Completed Requests | | | | |
|-------------------------------|---------------------------------|----------------------------|--------------|-------------------------------------|
| Date | Job Category | Subject Area | Request Type | Select/Deselect All |
| 08-17-2012 | Data Analyst (Limited) | Student Application Census | Add | <input checked="" type="checkbox"/> |
| 08-17-2012 | Data Analyst (Limited) | STU Registration Census | Add | <input checked="" type="checkbox"/> |
| 06-13-2012 | Standard Report Access requests | Finance | Add | <input checked="" type="checkbox"/> |

Provide a brief reason why the access is being removed.

Select Request Removal.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as aahall1

DECISION SUPPORT

Main Menu | Logout

Confirm Removal Of Request Access

| Date | Job Category | Subject Area |
|------------|---------------------------------|--------------|
| 06-13-2012 | Standard Report Access requests | Finance |

Reason for deleting access

User no longer needs access to Finance Standard Reports due to a change in job duties.

Request Removal | Reset

You will be asked to confirm that you would like to remove the access.

Select OK if you would like to continue removing the access or Cancel to keep the access on the user's account.

appserv7.admin.uillinois.edu

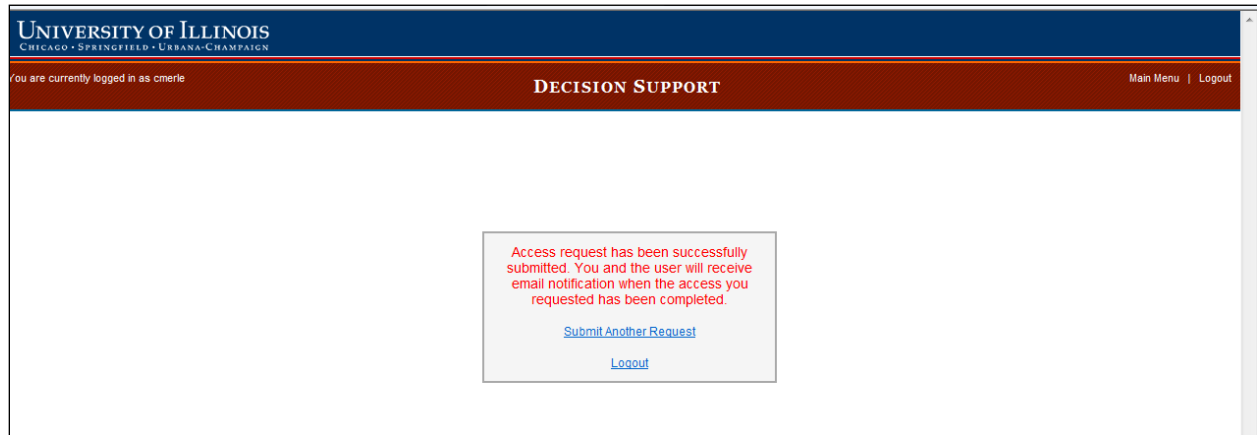
Are you sure you want to remove access?

OK Cancel

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you. Users are NOT notified when access is removed.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



Request to remove access for a user who has left your department or the University

You should request to remove ALL access when a user leaves your department or the University.

If the user needs access in a new position at the University, their new USC should request the needed access.

Select EDW User/Individual Account (Add/Remove).

The screenshot shows the top navigation bar of the Decision Support system. It includes the University of Illinois logo, the user's login name 'ahall1', and the title 'DECISION SUPPORT'. Below the navigation bar is a 'Main Menu' section with three links: 'EDW User/Individual Account (Add/Remove)', 'EDW Application Account (Add/Remove)', and 'EDW View Access Requests'.

Select the University Employee radio button.

The screenshot shows the 'USC User Request Access' form. It features two radio buttons: 'University Employee' and 'Non-University Employee'. The 'University Employee' radio button is selected.

Enter the user's UIN and select Search.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahal11

DECISION SUPPORT

Main Menu | Logout

USC User Request Access

University Employee Non-University Employee

UIN

If the user's First Name, Last Name and Email address are correct select Confirm User.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahal11

DECISION SUPPORT

Main Menu | Logout

USC User Request Access

University Employee Non-University Employee

UIN

| | |
|------------|---------------------|
| First Name | Alexander |
| Last Name | Hall |
| Email | ahal11@illinois.edu |

[Confirm User](#)

The USC User Request Access page will list all Previously Completed Access Requests that have been submitted for the user.

Select Remove Account (User has left Department or University)

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN
Main Menu | Logout

You are currently logged in as aha11 **DECISION SUPPORT**

USC User Request Access

University Employee
 Non-University Employee

UIN

| | |
|------------|--------------------|
| First Name | Alexander |
| Last Name | Hall |
| Email | aha11@illinois.edu |

[Confirm User](#)

| Previously Completed Requests | | | | |
|-------------------------------|---------------------------------|----------------------------|--------------|--------------------------|
| Date | Job Category | Subject Area | Request Type | Select/Deselect All |
| 08-17-2012 | Data Analyst (Limited) | Student Application Census | Add | <input type="checkbox"/> |
| 08-17-2012 | Data Analyst (Limited) | STU Registration Census | Add | <input type="checkbox"/> |
| 06-13-2012 | Standard Report Access requests | Finance | Add | <input type="checkbox"/> |

Select Continue Account Removal Request

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

User Information

| | | |
|---------------|---|--------------------------------|
| First Name | : | Alexander |
| Middle Name | : | J |
| Last Name | : | Hall |
| Telephone no. | : | 217 3334543 |
| Email | : | ahall1@illinois.edu |
| Campus | : | UIUC Urbana / Champaign |
| College/Unit | : | Admin Info Technology Services |
| Department | : | Admin Info Technology Services |
| Title | : | BUS INTELLIGENCE SUPPORT ANLYS |

*The User Information displayed above is pulled directly from EDW. If any portion of the information is incorrect, updates must be completed in BANNER.

Continue Account Removal Request

Provide a brief reason why the account is being removed.

Select Submit.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

Account Removal Request

Reason for Account Removal

User has left the University.

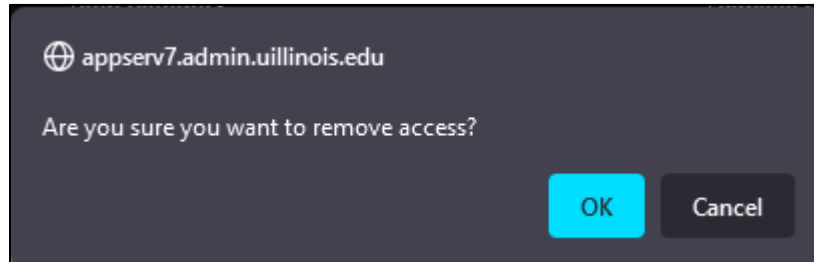
*Reason for making this request

User has left the University.

Submit Reset

You will be asked to confirm that you would like to remove the access.

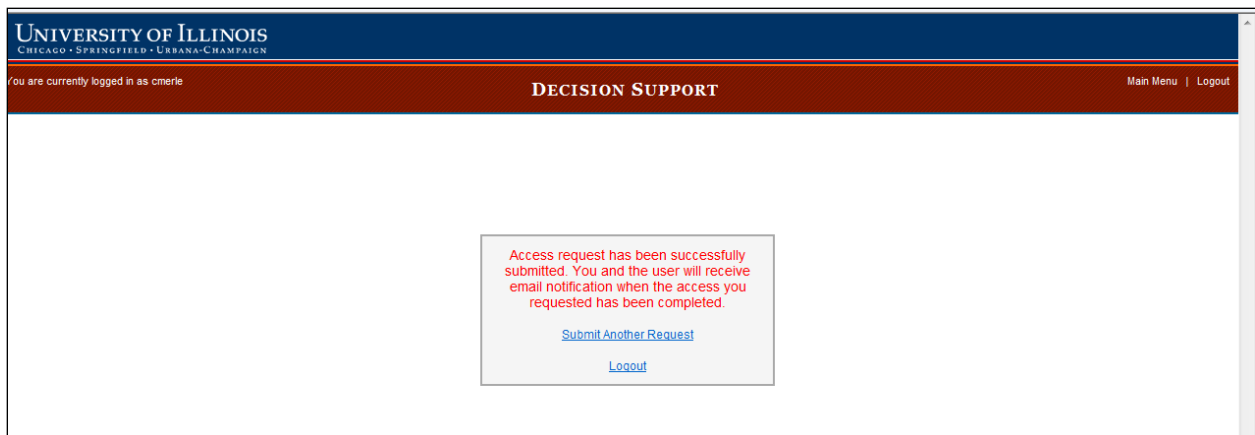
Select OK if you would like to continue removing the access or Cancel to keep the user's account active.



The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you. Users are NOT notified when an account is removed.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



Request access for a new user or additional access for an existing user who is NOT a university employee

The process for requesting access or removing access for Non-University employees is similar to the University Employee Request.

Select Non-University Employee.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this is a dark red bar with "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area has a white background with the title "USC User Request Access" in red. Below the title is a horizontal bar containing two radio buttons: "University Employee" (unselected) and "Non-University Employee" (selected).

Enter the Non-University employee's first and last names.

Select Search.

This screenshot shows the same form as the previous one, but with the "Non-University Employee" radio button selected. Below the radio buttons is a form with two input fields: "First Name" containing "Alexander" and "Last Name" containing "Hall". To the right of the "First Name" field is a "Search>>" button. At the bottom of the form, there is a red error message "User does not exist." and a blue link "Add New Non University Employee >>".

If the user is found, their information will be returned.

If the user is not found, select Add New Non University Employee >>.

The screenshot displays the 'UNIVERSITY OF ILLINOIS' header with 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN' below it. A navigation bar shows 'You are currently logged in as ahal1', 'DECISION SUPPORT', and 'Main Menu | Logout'. The main content area is titled 'USC User Request Access'. It features two radio buttons: 'University Employee' (unselected) and 'Non-University Employee' (selected). Below this is a search form with 'First Name' (Alexander) and 'Last Name' (Hall) input fields, and a 'Search>>' button. At the bottom, a red error message states 'User does not exist.' followed by a blue link: 'Add New Non University Employee >>'.

Complete the Non University Employee Entry Form, providing a UIN for the person responsible for the Non-University employee. Select Submit.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

Non University Employee Entry Form

Fields with asterisk are required.

| | | |
|--------------------------|---|--|
| * Responsible Person UIN | : | <input type="text"/> |
| * First Name | : | <input type="text" value="Alexander"/> |
| * Last Name | : | <input type="text" value="Hall"/> |
| Middle Name | : | <input type="text"/> |
| * Preferred Id | : | <input type="text"/> |
| Contact no. | : | <input type="text"/> <input type="text"/> <input type="text"/> |
| Email | : | <input type="text"/> |
| Street Address | : | <input type="text"/> <input type="text"/> <input type="text"/> |
| City | : | <input type="text"/> |
| State | : | <input type="text"/> State Code: <input type="text"/> >> |
| Zip Code | : | <input type="text"/> |

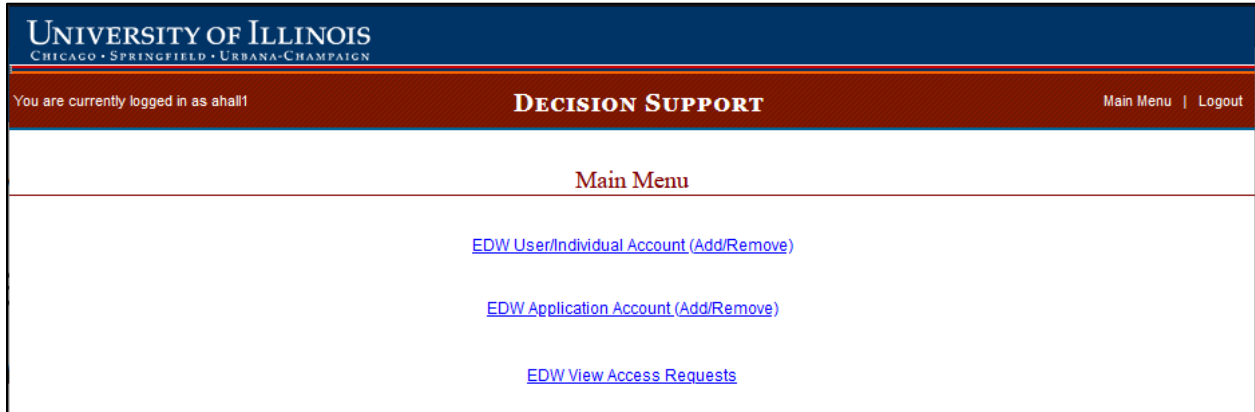
The remaining steps for Adding access, Removing access or Removing an account follow the same process as a University Employee and can be found on pages 4-18.

EDW Application Account (Add/Remove)

Requesting access for an Enterprise Data Warehouse Application Account

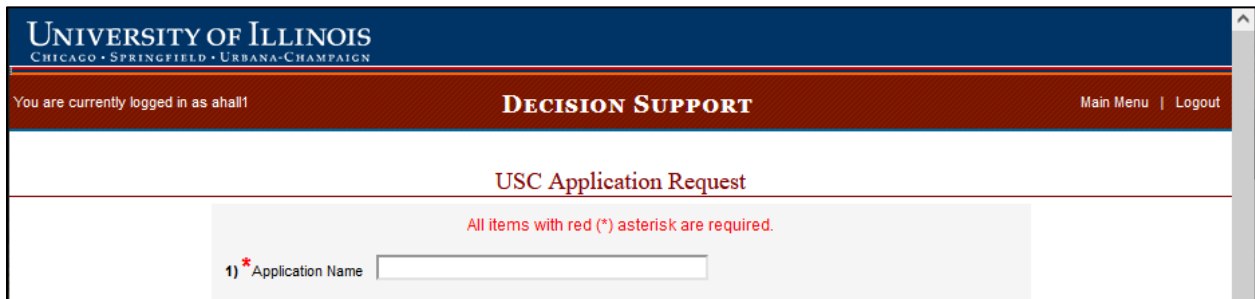
Application accounts are only given direct ODBC access to the data and are typically used by other applications to download bulk data.

Select EDW Application Account (Add/Remove).



The screenshot shows the top navigation bar of the Decision Support system. It includes the University of Illinois logo, the user name 'ahall1', and the title 'DECISION SUPPORT'. Below the navigation bar is a 'Main Menu' section with three links: 'EDW User/Individual Account (Add/Remove)', 'EDW Application Account (Add/Remove)', and 'EDW View Access Requests'.

1) Enter the name of your Application (i.e., Decision Support Password Reset Application)



The screenshot shows the 'USC Application Request' form. It includes the University of Illinois logo, the user name 'ahall1', and the title 'DECISION SUPPORT'. Below the navigation bar is a form with a red asterisk next to the 'Application Name' label and a text input field. A red message above the form states 'All items with red (*) asterisk are required.'.

2) Select the DS Job Category that most accurately reflects the application account's function. You can only select one DS Job Category per request. Requests that include more than one DS Job Category will need to be submitted separately.

Select the Data Subject Area from the pick list. The Data Subject Area corresponds to the type of data (for example, Finance, HR/Pay, Student Registration, etc.) the application account needs to access in the Enterprise Data Warehouse. Hold down the CTRL key to select multiple Data Subject Areas.

You can get additional Information about the Job Categories and Subject Areas from the [Enterprise Data Warehouse Access Plan](#).

2) * Check the box(es) to indicate which data the application requires.

| DS Job Category You can only select one DS Job Category | Select Data Subject Area Hold down the CTRL key to select multiple Data Subject Areas | User Role Guide |
|--|--|---------------------|
| <input type="checkbox"/> Capital Programs | <input type="text" value="-Select Area-"/> | pdf |
| <input type="checkbox"/> Course Instructor | | |
| <input type="checkbox"/> Course/Timetable Manager | | |
| <input type="checkbox"/> Data Analyst (Full) | | |
| <input type="checkbox"/> Data Analyst (Limited) | | |

*Decision Support Security will verify USC authorization over selected role before access is granted.

3) Describe the likely data download pattern to be used by the Application.

3) * Briefly describe the likely pattern by the Application. For example, will volumes of data be extracted on a scheduled basis at night by the Application? Will the application pull smaller amounts of data dynamically while end-users are connected to application? Will there be a daily, weekly, monthly retrieval of data? Is access by the Application attended/unattended?

4) Describe the intended use of data by the Application.

4) * Describe the intended use of the data by the Application. Include a description of the intended audience for the downstream data (approximate number of people and job roles). If the Application is passing data to another application or database, include that information.

5) Enter the UIN for the individual responsible for the Application Account.

5) * Who is the individual responsible for the Application Account - primary user?

| | | |
|---------------|-----------|-----------|
| UIN | 659067557 | Search >> |
| First Name | | |
| Middle Name | | |
| Last Name | | |
| Telephone no. | | |
| Email | | |
| Campus | | |
| College/Unit | | |
| Department | | |
| Title | | |

Select Search. Their information should populate the fields under UIN.

Select Continue Grant Access.

5) * Who is the individual responsible for the Application Account - primary user?

| | | |
|---------------|--------------------------------|----------|
| UIN | 659067557 | Reset >> |
| First Name | Alexander | |
| Middle Name | J | |
| Last Name | Hall | |
| Telephone no. | 217 | 3334543 |
| Email | | |
| Campus | UIUC Urbana / Champaign | |
| College/Unit | Admin Info Technology Services | |
| Department | Admin Info Technology Services | |
| Title | BUS INTELLIGENCE SUPPORT ANLYS | |

Continue Grant Access

6) Provide the name of the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved.

UNIVERSITY OF ILLINOIS
CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN

You are currently logged in as ahall1

DECISION SUPPORT

Main Menu | Logout

USC Application Request

All items with red (*) asterisk are required.

6) * Should there be any questions about the security of the data used by the Application, who is the individual responsible for the Application's security plan to ensure appropriate downstream use of the data retrieved.

7) Provide any comments, suggestions, or questions.

7) Your comments, suggestions or questions:

Indicate whether the individual identified in step 5 has a signed UI Information Security Compliance Form on file, and whether that individual has completed their campus's FERPA training. Read and confirm that you understand the guidelines and restrictions.

Select Submit.

8) Has user signed UI Information Security Compliance Form?

No Yes [See Information Security Compliance Form>>](#)

9) Has user received FERPA training?

No Yes [See FERPA Information>>](#)

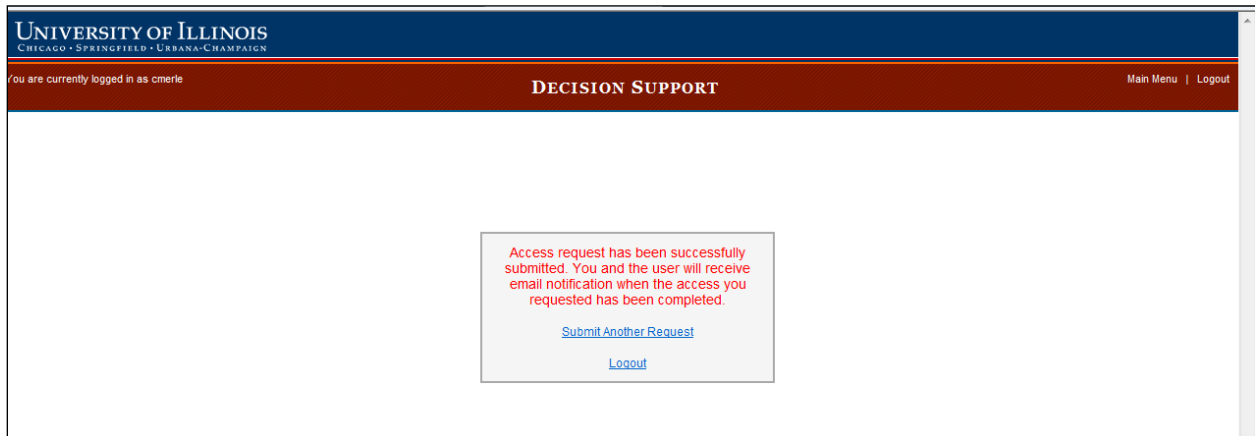
* I have read and understand the [guidelines and restrictions](#) for a Data Warehouse Application account.

Yes

The request will be electronically submitted to Decision Support Security, and a confirmation email of the request will be sent to you and the user who is responsible for the Application Account, identified in step 5.

Select Submit Another Request if you need to submit another request.

Select Logout if you are ready to leave the Decision Support USC application.



The screenshot displays the 'DECISION SUPPORT' application interface. At the top, there is a dark blue header with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this is a dark red navigation bar containing the text 'DECISION SUPPORT' in the center, 'Main Menu | Logout' on the right, and 'You are currently logged in as cmerle' on the left. The main content area is white and features a central message box with a light gray border. The message text is: 'Access request has been successfully submitted. You and the user will receive email notification when the access you requested has been completed.' Below the message are two blue, underlined links: 'Submit Another Request' and 'Logout'.

EDW View Access Requests

The Decision Support USC application allows USC's to review the status of requests for University Employees, Non-University Employees, or requests that USC has submitted.

Review Request Status for a University Employee

Select EDW View Access Requests.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is white and features a "Main Menu" section with three blue links: "EDW User/Individual Account (Add/Remove)", "EDW Application Account (Add/Remove)", and "EDW View Access Requests".

Select University Employee.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is white and features a "Review Request Status" section with three radio button options: "Non University Employee", "Requests I Submitted", and "University Employee".

Enter the employee's UIN and select Search.

The screenshot shows the top navigation bar with the University of Illinois logo and the text "CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". Below this, a dark red bar contains the text "You are currently logged in as ahal1" on the left, "DECISION SUPPORT" in the center, and "Main Menu | Logout" on the right. The main content area is white and features a "USC User Request Access" section with two radio button options: "University Employee" (which is selected) and "Non-University Employee". Below these options is a search form with a text input field containing "55555555" and a "Search>>" button.

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

| Request Status | | ALL |
|----------------|--|------------------------------|
| | | ALL |
| | | Cancelled by USC |
| | | Completed Requests |
| | | Denied Requests |
| | | No Action Required by DS |
| | | Pending More Information |
| | | Submitted Requests |
| | | Training Requirement Not Met |

| Total Milliseconds of Load | Date | Access Request # |
|----------------------------|------------|------------------|
| | 01-24-2022 | 56330 |
| | 11-29-2021 | 56001 |

Review Request Status for a Non-University Employee

Select EDW View Access Requests.

The screenshot shows the top navigation bar with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this, a dark red bar contains 'You are currently logged in as ahal1' on the left, 'DECISION SUPPORT' in the center, and 'Main Menu | Logout' on the right. The main content area is white and titled 'Main Menu'. It contains three blue hyperlinks: 'EDW User/Individual Account (Add/Remove)', 'EDW Application Account (Add/Remove)', and 'EDW View Access Requests'.

Select Non University Employee.

The screenshot shows the same top navigation bar as the previous screenshot. The main content area is titled 'Review Request Status' and contains three radio button options: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Non University Employee' option is selected.

Enter the Non-University employee's first and last names.

The screenshot shows the same top navigation bar. The main content area is titled 'USC User Request Access' and contains two radio button options: 'University Employee' and 'Non-University Employee'. The 'Non-University Employee' option is selected. Below the radio buttons are two text input fields: 'First Name' with the value 'Alexander' and 'Last Name' with the value 'Hall'. A 'Search>>' button is located to the right of the 'First Name' field.

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

| Request Status | | ALL |
|----------------|--|------------------------------|
| | | ALL |
| | | Cancelled by USC |
| | | Completed Requests |
| | | Denied Requests |
| | | No Action Required by DS |
| | | Pending More Information |
| | | Submitted Requests |
| | | Training Requirement Not Met |

| Total Milliseconds of Load | Date | Access Request # |
|----------------------------|------------|------------------|
| | 01-24-2022 | 56330 |
| | 11-29-2021 | 56001 |

Review Request Status for Requests YOU have Submitted

Select EDW View Access Requests.

The screenshot shows the top navigation bar with the University of Illinois logo and the text 'CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN'. Below this, a dark red bar contains 'You are currently logged in as ahall1' on the left, 'DECISION SUPPORT' in the center, and 'Main Menu | Logout' on the right. The main content area is titled 'Main Menu' and contains three blue links: 'EDW User/Individual Account (Add/Remove)', 'EDW Application Account (Add/Remove)', and 'EDW View Access Requests'.

Select Requests I Submitted.

The screenshot shows the same top navigation bar as the previous page. The main content area is titled 'Review Request Status' and contains three radio buttons: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Requests I Submitted' radio button is selected.

Check the Include User Detail check box. *NOTE: If this box is not checked, the request list will be displayed without indicating for which user the request was submitted.

Select Get Results. *NOTE: If you have submitted numerous requests, it may take a few minutes to load all of the data.

The screenshot shows the same top navigation bar. The main content area is titled 'Review Request Status' and contains three radio buttons: 'Non University Employee', 'Requests I Submitted', and 'University Employee'. The 'Requests I Submitted' radio button is selected. Below the radio buttons is a checkbox labeled 'Include User Detail' which is checked. To the right of the checkbox is a button labeled 'Get Requests >>'. Below the checkbox and button, a red warning message reads: 'Checking "Include User Detail" will increase page load time.'

All requests will be displayed, but you can limit the results by using the Request Status drop down menu.

| Request Status | | ALL |
|----------------|--|------------------------------|
| | | ALL |
| | | Cancelled by USC |
| | | Completed Requests |
| | | Denied Requests |
| | | No Action Required by DS |
| | | Pending More Information |
| | | Submitted Requests |
| | | Training Requirement Not Met |

| Total Milliseconds of Load | Date | Access Request # |
|----------------------------|------------|------------------|
| | 01-24-2022 | 56330 |
| | 11-29-2021 | 56001 |